

New Jersey Department of Transportation  
Bureau of Research  
**RESEARCH PROJECT**  
**Request for Proposals**  
**2013 Program**

**Date of RFP**  
**3/1/2013**

**Closing Date**  
**4/10/2013**

**Reducing Purchased Passenger Transportation Costs for State Agencies**

**Project No. 2013-06**

(Proposals must be prepared in accordance with NJDOT's *Information and Instructions for Preparing Proposals*. Please visit:

<http://www.state.nj.us/transportation/refdata/research/pdf/techpropresproj.pdf>

*Revised Proposal Evaluation Forms are available for your information on the website.)*

Proposals will be based on the merit of the information contained in the proposal. Budgets will be evaluated separately. Please place three (3) copies of the budget for this project in a separate sealed envelope.

**1. RESEARCH PROBLEM STATEMENT, BACKGROUND AND OBJECTIVES**

Given fiscal constraints, there is a need for finding more efficient means of delivering purchased passenger transportation services for the NJ bureaus and divisions that currently purchase these services. One means of reducing the cost of purchased services is to identify opportunities to fill empty seats on existing services such as the County coordinated systems that provide services funded through a combination of Federal Transit Administration grants, NJ state grants, and local funding. One existing example of this is the Statewide Medicaid Broker (Logisticare), which identifies Medicaid trips that can be more efficiently provided by the County coordinated systems rather than through livery companies, by filling empty seats on existing vehicle trips being made for non-Medicaid passengers to medical destinations. This reassignment of trips makes more efficient use of existing vehicle resources, reducing the cost of the trip by as much as 50% for a five mile one-way passenger trip.

**2. TASKS**

[Provide a listing of appropriate general tasks divided into phases based on types of work (e.g., laboratory, field) or by year (e.g., year 1, year 2) or other appropriate milestones]

*The NJDOT is seeking the insight of proposal responders on how best to achieve the research objectives. Proposers are expected to describe a research effort that can realistically be accomplished as expeditiously as possible. Proposals must present the proposers' current thinking in sufficient detail to demonstrate their understanding of the problem and the soundness of their approach for conducting the required research.*

**PHASE I – Literature Search**

Conduct a literature search of the current state of the practice.

After the award of the project, a more comprehensive literature search should be conducted. At the completion of this literature search, the PI will make a presentation to the Research Project Selection and Implementation Panel to discuss their findings, and to discuss the appropriate research approach.

## **PHASE II – Research Approach and Anticipated Results**

Clear description of how you will solve the problem and implement anticipated findings. Work may be divided into phases (e.g., Laboratory, Field or Year 1, Year 2) as necessary to clarify tasks. *Exit Criteria* must be developed during this phase.

### **3. IMPLEMENTATION AND TRAINING PLAN**

The PI must meet with the Research Project Selection and Implementation Panel (RPSIP) and other NJDOT units to present the findings, and as appropriate train these personnel in the use the project results.

**The PI will develop an implementation plan as per the guidelines provided by NJDOT Research Bureau.**

### **4. DELIVERABLES:**

[List of minimum deliverables necessary to complete the project]

- Presentation of Summary of Literature Search Results
- Discussion to Support and Refine the Project Tasks
- Project work plan.
- Technical Memorandum on the survey results
- Technical memorandum on the measures that are working or not working
- Technical memorandum on actions taken
- Interim Status reports suitable for Senior Leadership if required
- Quarterly Reports and Final report with appropriate tables, graphs and charts in hard copy version, PDF file format, Word, and on CD ROM. Two copies plus one per RSIP member of each presentation, technical memorandum, draft final report and Final Report (plus 10 copies).
- The Final Report and Tech Brief are due three (3) months before the end date of the project to allow time for review by the Research Project Selection and Implementation Panel. The Final Acceptance will be granted upon receipt of ten copies of the approved final report.

### **5. CONTRACT TIME:**

The PI must provide the anticipated research study duration based on the proposed tasks. Consideration should be given to potential impediments so that adjustments are incorporated into the schedule minimizing the need for time extensions.

**A 12 - 24 months time frame would be preferred.**

### **6. CONTACTS:**

Questions on this topic **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions are to be directed to Camille Crichton-Summers by sending an e-mail to [Camille.CrichtonSummers@dot.state.nj.us](mailto:Camille.CrichtonSummers@dot.state.nj.us), or by phone (609-530-5966).

A meeting may be scheduled with interested parties after the RFP's are distributed to refine the objectives and deliverables and to promote a better understanding of the research needs. **This must be requested on or before March 9, 2013.**

## **7. DEADLINE**

**Proposals (10 single-bound copies) are due at the NJDOT Bureau of Research  
no later than 5:00 p.m. on 4/10/2013**

**Authorization to Begin Work: 6/3/2013** estimated

## **8. PROPOSAL DELIVERY INSTRUCTIONS:**

**For private, paid messenger services such as Federal Express, DHL, UPS, etc., or for hand-carried deliveries:**

2013 PROPOSAL-NJDOT  
New Jersey Department of Transportation  
Bureau of Research  
1035 Parkway Avenue  
Trenton, New Jersey 08625-0600

**For U.S. Postal Service mail:**

New Jersey Department of Transportation  
ATTN: Camille Crichton-Summers  
Manager, Bureau of Research  
P.O. Box 600  
Trenton, New Jersey 08625-0600